

# *Policies and Procedures*



## *Barony of Settmour Swamp*

12 February 2014

## **Table of Contents**

Table of Contents .....	2
I.Purpose, Adoption, and Amending this Document.....	3
II.Baronial Officers.....	3
III.The Office of Baron and/or Baroness.....	13
IV.Baronial Awards .....	18
V.Official Communication Media .....	20
VI.Baronial Meetings .....	20
C. Demos.....	21
VII.Voting Procedures .....	22
VIII.Event Policies .....	23
IX. Financial Policies .....	28

## **I. Purpose, Adoption, and Amending this Document**

- A.** This document defines the customs, practices and procedures by which the Barony and its Cantons conduct their regular business, as recommended by the East Kingdom Seneschal's policy.
- B.** In all cases, modern law, Corpora, the SCA By-laws, and East Kingdom Law will supersede this document. This document should be read to be consistent with modern law, Corpora, the SCA By-laws and East Kingdom Law.
- C.** This document is subject to approval by the officers of the Barony, as defined below, upon the vote of a two-thirds majority of the officers of the Barony and confirmation by the East Kingdom Seneschal.
- D.** The officers of the Barony can change, amend, or alter this document at any time with a two-thirds majority vote of the officers of the Barony. All such changes require confirmation from the East Kingdom Seneschal they are not in conflict with modern law, Corpora, the SCA By-laws and East Kingdom Law. All officers shall be notified of any proposed changes, alterations, or amendments by official communication media no less than 30 days prior to the meeting where they will be discussed.

## **II. Baronial Officers**

- A.** The officers of the Barony shall be divided into two groups: required officers and additional officers.
  - 1.** The Required Officers of the Barony are defined as those officers that are required to maintain Baronial group status.
  - 2.** The Additional Officers of the Barony are defined as those officers that are not required to maintain Baronial group status.

**B. The Required Officers of the Barony of Settmour Swamp:**

1. Baron and/or Baroness (Vicar)
2. Seneschal
3. Herald
4. Knight Marshal
5. Exchequer
6. Chronicler
7. Minister of Arts and Sciences
8. Minister of Lists
9. Chatelaine

**C. The Additional Officers of the Barony of Settmour Swamp:**

1. Marshal of Fence
2. Captain of Archers
3. Marshal of Thrown Weapons
4. Chancellor Minor
5. Youth Combat Marshal
6. Chamberlain
7. Webmaster
8. Autocrats
9. Seneschal(s) of Baronial Canton(s)

**D. Eligibility of Officers**

1. Officers or candidates for selection must be paid members of the SCA, Inc. with access to the East Kingdom newsletter at the time of election.

2. Officers must be subscribed to the Baronial newsletter.
3. Officers must meet the minimum requirements for their offices as set forth in East Kingdom Law.
4. Officers must be familiar with the requirements for their offices as set forth in East Kingdom Law.
5. Even if not otherwise expressly required by East Kingdom Law, the Baronial officer must be acceptable to his or her regional or kingdom superior.

#### E. Terms of Office

1. The term of office for all officers is two (2) years.
  - a. Holders of an office may serve an unlimited number of terms.
  - b. Baron and/or Baroness (Vicar) and Autocrats are exempt from the above-mentioned term limit.
2. Any officer of the Barony may resign at any time without prejudice by writing to their kingdom or regional superior and the Baronial seneschal.

#### F. Selection of Officers

1. When a term of office is nearing completion, the seneschal will post a notice and call for candidates in the Baronial newsletter no less than thirty (30) days prior to the Baronial Business Meeting where the selection shall take place.
2. Candidates will have the opportunity to address the Baronial officers and answer questions at the meeting.
  - a. If there are no additional candidates, the incumbent officer can be reaffirmed by a vote of confidence. If the incumbent officer does not pass the vote of confidence, the seneschal will notify that officer's kingdom superior. In the event the

seneschal does not pass the vote of confidence, the Baron and/or Baroness will notify the East Kingdom seneschal.

3. The candidates and any non-officers (including the incumbent officer, if seeking re-selection) will be asked to leave the room prior to any vote so that private discussion may take place.
  4. The Baronial officers will vote on the candidates for an office. The candidate who receives a simple majority of votes from the quorum officers wins the election.
    - a. In the case where there are more than two candidates and a simple majority cannot be reached in the first vote, a second vote will be taken considering only the two candidates receiving the most votes in the first round.
      - i. If, after the first vote, there is a tie for the second-most amounts of votes, then a polling of all officers will be used to break the tie, and voting will resume as stated above.
  5. Baron and/or Baroness (Vicar) are exempt from this selection process.
  6. Autocrats are exempt from this selection process except where noted in event policy.
- G.** In the event a Baronial office goes vacant for reasons other than expiration of an officer's term, that officer's deputy may assume responsibility for that office, upon approval of the kingdom superior, until the Baronial officer selection process can be completed.
- H.** Responsibilities of Officers
1. Officers are expected to make every effort to attend Baronial Business Meetings.
    - a. In the event that an officer cannot make the Baronial Business Meeting, they are requested to send all appropriate information to the seneschal prior to the meeting.
  2. Specific officer responsibilities are as defined in East Kingdom Law.

**I. Grievance Policy**

- 1.** If a member of the Barony has issue with the performance of an officer and wishes to make a formal grievance, that person shall contact the seneschal and Baron and/or Baroness in writing. If the officer in question is the seneschal, then the member shall contact the Baron and/or Baroness and the exchequer in writing. If the officer in question is the Baron and/or Baroness the member shall contact the seneschal and exchequer.
  - a.** A formal grievance must be in writing and should include as many specific facts as possible, including but not limited to:
    - i.** Date(s) of occurrence(s);
    - ii.** Location(s);
    - iii.** SCA name(s) and/or modern names of people involved; and
    - iv.** Factual description of the event in question.
  - b.** Allegations of legally prosecutable offenses will not be considered under this policy.
  - c.** Allegations of violations of the rules of the lists will not be considered under this policy.
  - d.** Personal grievances unrelated to the officer's performance in the office generally are not appropriate matters for complaints under this policy. Such allegations may be considered to the extent that they affect the officer's ability to carry out his or her responsibilities.
- 2.** The seneschal shall take primary responsibility for following up on all grievances against officers. In the event that the seneschal is the subject of the grievance, such

responsibility shall fall on the exchequer. All references to the seneschal in the following paragraphs should be read as applying to the exchequer in the appropriate circumstances.

3. Within ten (10) days of receiving a written grievance against a Baronial officer, the seneschal shall:
  - a. Give notice to the officer of the substance of the grievance and, as appropriate, the name of the person making the grievance.
  - b. If the grievance involves a matter that is not appropriate for consideration under this policy, inform the complainant of such. If the grievance involves a violation of the rules of the list, the seneschal should recommend that the complainant contact the appropriate marshallate officer. The seneschal should not give advice or make recommendations concerning complaints alleging legally prosecutable offenses, other than to state that such complaints are not handled on the Baronial level.
4. An officer against whom a formal grievance is made shall be given the opportunity to respond, in writing, to the substance of the grievance. Such response must be provided to the seneschal and Baron and/or Baroness no more than twenty (20) days after the officer is notified of the grievance.
5. Upon receipt of a written response from the officer, the seneschal shall consult with the Baron and/or Baroness to determine the next appropriate course of action. This consultation should take place no more than fourteen (14) days after receipt of the officer's written response. The seneschal and Baron and/or Baroness have the following options for proceeding:

- a.** If, upon review of the grievance and response, the seneschal and the Baron and/or Baroness conclude that there is no cause for a grievance against the officer, the seneschal shall so inform both the complainant and the officer. No further action shall be taken on the grievance. The seneschal will maintain a written record of the grievance and the officer's response in the seneschal's files.
- b.** If, in the opinion of the seneschal and the Baron and/or Baroness, further investigation is required, the seneschal shall:
  - i.** Inform both the complainant and the officer, in writing, that further investigation will be taking place;
  - ii.** Inform all of the officers of the Barony of the existence and nature of the grievance against the officer;
  - iii.** Include discussion of the grievance on the schedule for the next regularly-scheduled Baronial Business Meeting;
  - iv.** Initiate such further inquiry or investigation as the seneschal and Baron and/or Baroness deem appropriate. The seneschal may delegate the conduct of the investigation to any officer other than the officer who is the subject of the grievance. Such inquiry or investigation should be conducted in a timely manner, keeping in mind the need for thoroughness and consideration for all persons involved; and
  - v.** Determine whether it is appropriate to notify or involve the officer's regional or kingdom superior, depending on the nature of the allegations made. It is strongly recommended that the appropriate regional officer be involved





- f.** Such other and further actions as the officers feel is appropriate to the situation.
- 10.** Only officers, excepting the officer who is the subject of the complaint, may be present for the debate and vote concerning the final disposition of a grievance.
- 11.** The seneschal shall inform the complainant and the officer who is the subject of the grievance of the disposition of the grievance, in writing, no more than ten (10) days after the vote of the officers. As appropriate, the seneschal shall notify the officer's regional kingdom superior of the results of the vote of the officers, in writing, no more than ten (10) days after the vote of the officers.
- 12.** Grievances against officers generally should be considered confidential, except in unusual circumstances. However, to the extent that the grievance is or becomes a matter of general public knowledge, the seneschal should publish the final disposition of the grievance through official communications media.
- 13.** The seneschal shall maintain written records of all proceedings, communications, inquiries and investigations of grievances against officers.
- 14.** Individuals who abuse this process by bringing groundless grievances against officers may be subject to reprimand or other sanctions to the extent permitted by East Kingdom Law. An individual who makes a groundless grievance against an officer may be requested to make a public apology to the officer, as appropriate.
  - i.** If the complainant or the officer is dissatisfied with the handling of a grievance on the Baronial level, the complainant or officer has the recourse and remedies afforded by East Kingdom Law.

## **J.** Deputy Officers

1. All officers are encouraged to appoint at least one deputy. There shall only be one designated “drop dead” deputy per office.
2. All “drop dead” deputy officers must be paid members of the SCA, Inc.
3. A single designated deputy officer shall count towards quorum in the absence of the Baronial officer.
4. A single designated deputy officer shall automatically receive the proxy of his/her superior officer at Baronial Business Meetings, if said deputy is in attendance and the Baronial officer is not.

### **III. The Office of Baron and/or Baroness**

#### **A. Term of service**

1. The Baron and/or Baroness shall serve for an initial period of four (4) years.
2. At the conclusion of the initial four (4) year period, the Baron and/or Baroness may run for one additional two (2) year term.
3. The Baron and/or Baroness may step down at any time during their term.
4. If a Baron or Baroness remains after the other has stepped down or vacated the office, that individual has the right to rule alone until the end of his/her term.

#### **B. Rule by a single Baron or Baroness is allowed.**

#### **C. Selection of Baron and/or Baroness**

1. The selection of candidates for recommendation to Their Majesties will take place in accordance with East Kingdom Law with the following additions.
  - a. A call for Letters of Intent or Nomination must be published in at least two consecutive issues of the Baronial newsletter.



- a.** Making every reasonable effort to attend one Royal Progress per reign to swear fealty to the Crown.
- b.** Making recommendations to the Crown and Heirs regarding Kingdom- and Society-level awards for members of the Barony.
- c.** Being reasonably accessible to the members of the Barony.
- d.** Encouraging and supporting Baronial/Canton activities, working through the officers of the Barony.
- e.** Attending as many Baronial and Canton activities as possible.
- f.** Consulting with the Baronial officers when dealing with matters concerning the officers' area of responsibility.
- g.** Holding Baronial Court. Every reasonable effort must be made to hold courts at Mudthaw and Quest, in addition to any other events as the Baron and/or Baroness desires.
- h.** Acting as Royal liaison for all Baronial events which are attended by the Crown or their Heirs. This responsibility may be delegated. The Baron and/or Baroness must inform the Autocrats of the Royalty's requirements in a timely manner.
- i.** If attending and camping at any camping events the Baron and/or Baroness should make every reasonable effort to camp with the Barony.
- j.** The Baron and/or Baroness have the right to lead or choose someone else to lead the Baronial Army.
- k.** It shall be the responsibility of the Baron and/or Baroness to arrange for Baronial award medallions. This responsibility may be delegated.



- (a) The Autocrat shall inform the Baron and/or Baroness of all planned activities and give them the opportunity to adjust the schedule to accommodate Baronial or Royal court. They shall notify the Autocrat of any changes as soon as possible.
  - (b) If the Baron and/or Baroness finds any activity underway at a Baronial event offensive to himself or herself, the Crown or the populace they may stop the activity. An explanation for canceling the activity must be given to the officer in charge and the seneschal as soon as possible.
- iv. Conducting foreign relations for the Barony. The Baron and/or Baroness have the authority to extend the hospitality of the Barony to visitors. This could be in the form of preferred seating at events, camping locations, etc. The Baron and/or Baroness must inform the Autocrat of any special requirements or courtesies as soon as possible.

#### **IV. Baronial Awards**

- A. The Baron and/or Baroness will establish awards to encourage and recognize service, achievements and/or prowess
  - 1. Awards shall be given at the discretion of the Baron and/or Baroness and presented at Baronial Court.
  - 2. Individuals may receive the same Baronial award only once.
  - 3. Recipients of an award are entitled to wear or display the badge of the award.
  - 4. All Baronial awards bestow equal precedence.
- B. Baronial Awards
  - 1. Order of the Bronze Tower

- a. Awarded for service to the Barony.
  - b. The badge for this award is: Fieldless, a tower bendwise per fess or and sable.
2. Order of the Ivory Tower
  - a. Awarded for personal excellence and achievement in the arts and sciences.
  - b. The badge for this award is: Fieldless, a tower bendwise argent.
3. Order of the Silver Tower
  - a. Awarded for outstanding service to the Barony.
  - b. The badge for this award is: Fieldless, a tower bendwise per fess argent and sable.
4. Order of the Bloody Tower
  - a. Awarded for being wounded while in service to the Barony.
  - b. There is no badge for this award.
5. Order of the Iron Tower
  - a. Awarded for prowess in or service to the martial arts.
  - b. The badge for this award is: Fieldless, a tower bendwise sable.
6. The Baron and/or Baroness, at their discretion, may create such other awards or recognitions as they deem fit. The Baron and/or Baroness also may recognize individuals by bestowing a token or other symbol that carries no precedence.

## **V. Official Communication Media**

- A. The official publication of the Barony is the newsletter titled “The Mudpuppy”.
  1. The Baronial newsletter is published by the Chronicler.
  2. The Baronial newsletter shall be published monthly, except August.
- B. The official website of the Barony is maintained by the Webmaster.

- C. The official electronic mailing list for the Barony is the Yahoo Group named “settmour\_swamp”.
1. This list shall be maintained by the Webmaster or a designee.
  2. This list may be used for discussion of any topic relating to the Barony or its Cantons.
- D. The official electronic mailing list for Baronial officers is the Yahoo Group named “settmour\_swamp\_officers”.
1. The Baronial Officers’ Mailing List shall be maintained by the seneschal.
  2. The Baronial Officers’ Mailing List is only for Baronial officers, Autocrats, deputy seneschals, and Baronial heirs.
  3. The Baronial Officers’ Mailing List may be used for official business in lieu of an in-person officer’s meeting.

## **VI. Baronial Meetings**

- A. Baronial Business Meetings
1. Baronial Business Meetings shall be held once per month, except in August.
  2. Baronial Business Meetings are used to conduct the business of the Barony, including but not limited to the selection of officers and Autocrats and the disposition of Baronial funds.
  3. A Baronial Business Meeting must have a quorum of one-half of the officers of the Barony, not including vacant offices.
  4. Baronial Business Meetings are open to the populace (who has a voice but no vote).
  5. Time, date, and location of the Baronial Business Meeting shall be published in the Baronial newsletter.

6. The time, date, and location of the Baronial Business Meeting shall be announced via an electronic mailing list available to all officers, and the official electronic mailing list.

**B. Populace Meetings**

1. Allows the populace a wider forum to address issues with the Baronial officers
2. Serve as a social event
3. Should be publicized in the Baronial newsletter

**C. Demos**

1. The Barony may sponsor “demos” intended to present the SCA or aspects of medieval life to the public.
2. Demo requests must be forwarded to the seneschal, Baron and/or Baroness and chatelaine.
3. Demos will be conduct at the discretion of the Chatelaine, and in accordance with these Policies.
4. Any demo sponsored by the Barony must be conducted in accordance with modern law, Corpora, the SCA By-laws and East Kingdom Law.
5. No combat activities may take place at any demo unless a warranted marshal for that activity is present and presiding over it.
6. The chatelaine will consult with the Baronial Officers to coordinate the activities at a demo. The chatelaine may designate this responsibility.
7. Any published material distributed to the public at a demo must first have been reviewed and approved by the Baronial Officers.

**D. Other Meetings**

1. The Barony may sponsor other meetings for defined purposes (martial practices, workshops, guilds, etc).
2. The Barony may sponsor such other formal or informal meetings as appropriate or requested.
3. No combat activities may take place at any meeting unless a warranted marshal for that activity is present and presiding over it.
4. Meetings sponsored by the Barony must be open to the general populace.

## **VII. Voting Procedures**

- A. Except as otherwise stated in this document, all decisions put to a vote shall be ratified by a simple majority of Baronial officers at a Baronial Business Meeting with a quorum.
  1. For votes utilizing the Baronial Officers' Mailing List, ratification requires a simple majority of all officers.
  2. Should a time sensitive situation arise where a decision by the full slate of Baronial officers is not possible, actions or decisions otherwise requiring a vote of the officers can only be taken with unanimous agreement of the seneschal, exchequer, and Baron and/or Baroness. Any such action or decision must be published within 72 hours on the Baronial Officers' Mailing List and must be announced at the next Baronial Business Meeting.

## **VIII. Event Policies**

- A. General
  1. Event ideas or proposals are encouraged to be submitted to the seneschal at any time.
  2. A formal bid for all events held within the borders of the Barony must be submitted to and approved by the Baronial Officers.

3. The formal event planning requirements and procedures set forth in this document take effect when a formal bid is approved by the Baronial Officers.
4. People autocrating events within the Barony for the first time are strongly encouraged to have as a mentor an experienced Baronial autocrat.
5. Announcements on mailing lists, in the Mudpuppy or in Pikestaff concerning the event must come from the autocrat, and must be reviewed by the seneschal and Baron and/or Baroness prior to being published. This includes announcements concerning tournament formats, event activities, feast menus and schedules.

B. Event Types

1. Signature and Kingdom Events

a. Signature Events

- i. Mudthaw and Quest are Signature Events for the Barony.
- ii. Signature Events are a showcase for any and all activities of the SCA.
- iii. The Autocrat of a Signature Event must make every reasonable effort to include all SCA activities generally practiced within the barony, when appropriate. If it is not possible to include all activities, the Autocrat must give their reason to the seneschal and Baron and/or Baroness.

iv. Kingdom Events are those defined in East Kingdom Law.

b. Signature Events and Kingdom Events follow the procedures outlined below.

i. Mudthaw should take place in March

- (a) The Barony has the right to book a site and set a date for Mudthaw before an autocrat is selected.

(b) The heavy weapons tourney for Mudthaw must be a double elimination tournament.

1. If the autocrat or marshal wishes to change the format, the officers must approve it.

**ii.** Quest will take place Memorial Day weekend.

**iii.** Autocrat and Head Cook Selection

(a) The Autocrat and head cook for Mudthaw will be selected at the September Business Meeting. The Autocrat is selected before the head cook, and will be able to vote as an officer on the selection of the head cook.

(b) The Autocrat, head cook, and the quest writer for Quest will be selected at the November Business Meeting. The order of selection is Autocrat, head cook, and quest writer. The Autocrat will be able to vote as an officer on the selection of the head cook and quest writer.

(c) Autocrats and head cooks for Kingdom Events are selected six months prior to proposed event date, schedule permitting.

(d) Autocrats and head cooks for Signature Events and Kingdom Events are selected according to the Officer Selection Policies.

**iv.** Except as otherwise expressly stated, Signature and Kingdom Events are subject to all of the event planning requirements contained in this Section.

**2.** Other Events

- a. Approval of the event will be by a simple majority of officers at a meeting having a quorum.
  - b. Head cook is chosen by the Event Autocrat
- C. The Event Autocrat is considered a deputy of the seneschal's office.
1. The Autocrat is required to report to the officers regarding event budgets and planning as required by this document and as deemed appropriate by the Baronial seneschal.
  2. The Autocrat's term as a Baronial officer runs from their selection or approval of the event until the Baronial Business Meeting immediately after the event.
    - a. Autocrats have the right to participate in the Baronial Officers' Mailing List during their term.
  3. During their term, Autocrats have a vote in Baronial business decisions.
  4. The Autocrat should make a reasonable effort to attend all Baronial Business Meetings from the time the event receives approval until the event report is completed, filed with the exchequer, and deemed satisfactory by the exchequer.
  5. If the Autocrat cannot attend a Baronial Business Meeting, he/she must send the appropriate information to the seneschal prior to the meeting.

D. Event Planning Requirements and Procedures

Autocrat

1. Formal event bids must be submitted to and approved by the Baronial officers according to the following procedures.
2. A formal event bid must use the Baronial Event Bid Worksheet. The Baronial Event Bid Worksheet can be obtained from the Baronial website or from the Baronial

Seneschal. The Baronial Event Bid Worksheet must be submitted, in writing, to the Baronial Officers at the time the formal bid is made.

- a. 2. Once an event bid has been approved by the Baronial Officers, Autocrats are responsible for reporting the following information at the Baronial Business Meetings (as defined in the Baronial Event Planning Worksheet) These requirements are a bare minimum. The seneschal or other Baronial Officers may request additional details.

3. Any changes to previously reported information must be included in the monthly update.

E. The Autocrat, with the approval of the requisite officer, can select any qualified person to run activities during the event. These activities include, but are not limited to: troll, A&S, martial activities, children's activities, and/or newcomers' welcome.

1. A Baronial Officer cannot unreasonably withhold approval of a qualified person selected by the Autocrat.
2. For martial activities, a "qualified person" is a person warranted as a marshal in the East Kingdom for that particular martial art.

F. Event Reports.

1. An Autocrat is required to submit both a Baronial Event Report and certain other event reports required by East Kingdom Law according to the following schedule:

- a.** A preliminary Baronial Event Report is due at the Baronial Business Meeting immediately following the event, as long as the meeting is less than the fourteen (14) days after the event.
- b.** A complete Baronial Event Report must be submitted to the Baronial seneschal and Baronial exchequer thirty (30) days after the event.
  - i.** If a complete Baronial Event Report cannot be filed, an incomplete report and a letter explaining the reasons for the delay must be filed with the Baronial exchequer and the Baronial seneschal.
- c.** The Non-Member Surcharge Report must be submitted to the Baronial exchequer and seneschal three (3) days after the event.
- d.** The East Kingdom Event Report must be submitted to the Baronial exchequer and seneschal fourteen (14) days after the event.

#### G. Complementary Site & Feast Fees

- 1.** The Autocrat and head cook's site and feast fees are complementary.
- 2.** The Baron and/or Baroness's site and feast fees are complementary.
- 3.** The King, Queen, Prince, and/or Princess of the East Kingdom are to be granted complementary site fees and feast fees.
- 4.** Any of the above has the right to waive the complementary site fee and pay the actual site and feast fees.
- 5.** If an Autocrat wishes to grant any other person a complementary or discounted site fee or feast fee, the Autocrat must obtain advance approval by a simple majority vote of the Baronial officer.

## H. Lost and Found Policy

1. The autocrat of the event shall take possession of all “Lost and Found” items at the end of the event.
2. At least once within a month following the end of the event, the autocrat shall post to all appropriate lists, including but not limited to the Settmour Swamp, EK South and EK yahoo groups, a general listing of all found items so that attendees may contact the autocrat to arrange to retrieve the items. The description of items listed should be vague and attendees must be able to properly identify said item(s) to take possession.
3. At the end of three (3) months following the end of the event, the autocrat will place all items into baronial inventory stored with the Chamberlain. Retrieval of items once in possession of Chamberlain will be negotiated between Chamberlain and individual wishing to retrieve item(s).
4. One (1) year after the event, Lost and Found Items may be added to Gold Key and/or sold to benefit the barony.

## IX. Financial Policies

### A. Event Financial Policies

1. All events must conform with this policy
2. Before monies are dispensed for an event, the event must be approved by the Baronial officers.
3. All reservations and prepayments shall go to the exchequer or his/her designated representative.



2. Any financial proposals shall follow the voting procedures contained in this document.

C. C. Officer Financial Policies

1. Officers with frequent recurring expenses may submit an annual budget for these
  - a. submitted budget must detail description of expense and estimated cost.
  - b. officer budgets are to be submitted at or before the November meeting, and voted on at the December meeting for the following year.
  - c. officer budgets need a 2/3 majority to pass.
2. Receipts for budgeted expenses must be submitted to exchequer for reimbursement.
  - a. Receipts in excess of budget will not be paid unless specifically approved by officers.
3. Infrequent, irregular, one-time or other unbudgeted expenses are to be brought before the officers for approval before expense is incurred.